

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

February 20, 2007

CALL TO PODIUM:**RESPONSIBLE STAFF:**

James McGuire
Programs Director
Parks, Recreation and Culture

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
X	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution Authorizing the City Manager to Award a Contract for Sanctioned Official Services for City Sponsored Programs for Adult and Teen Softball to Greater Washington Softball Umpires Association (\$9,075)

SUPPORTING BACKGROUND:

A Request for Proposal was assembled in December, 2003 for sanctioned officials services associated with adult and teen programs sponsored by the City of Gaithersburg.

The Request for Proposal was advertised in the Gaithersburg Gazette on December 6, 2006 and appeared on the City of Gaithersburg's website from December 6 to January 2, 2007. Five (5) Requests for Proposal packets were mailed. The following sealed proposal was the only proposal received and opened on January 2, 2007.

Greater Washington Softball Umpires Association

\$26 per game – Adults

\$35 per game – Teen Fast Pitch

Staff recommends the contract be awarded to Greater Washington Softball Umpires Association.

The contract amount of \$9,075 is for the balance of FY 07.

DESIRED OUTCOME:

Vote on Resolution.

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James McGuire Date of City Council Meeting: February 20, 2007

AUTHORIZING

Purchase ____ Award Contract X Transfer Funds ____ Negotiate/
Execute a Contract ____

BID INFORMATION:

Advertisement Date December 6, 2006
Newspaper(s) Gazette Newspaper
Bids Opened/Tabulated (date) January 2, 2007 9:00am

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Request for sanctioned official services associated with adult and teen softball programs.

CONTRACTED/PURCHASE FROM:

The length of the contract is for (1) year with the opportunity to renew 3 additional times.

Company Name: Greater Washington Softball Umpires Association
Attention: Gene Burgee - President
Street Address: 9540 Liberty Road

P. O. Box Number:

City/State/Zip: Frederick, Maryland 21701

CONTRACT/PURCHASE AMOUNT: \$9,075.00

Check One: In the Amount of ____ Not to Exceed X

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget ____

Account Number: Recreation Programs & Sports 1415-536000
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available ____ Not available ____

Finance Dept. Date

*** The contract monies required for the remainder of FY'07 are \$9,075.00.

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT
FOR SANCTIONED OFFICIAL SERVICES FOR CITY SPONSORED PROGRAMS
FOR ADULT AND TEEN SOFTBALL TO
GREATER WASHINGTON SOFTBALL UMPIRES ASSOCIATION

WHEREAS, a request for proposal for sanctioned official services was advertised in the December 6, 2006 issue of the Gaithersburg Gazette and sealed proposals were opened and tabulated on January 2, 2007; and

WHEREAS, the Mayor and City Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Gaithersburg, that the City Manager be and hereby authorized to award a contract to Greater Washington Softball Umpires Association, 9540 Liberty Road, Frederick, Maryland 21701, in an amount not to exceed Nine Thousand Seventy-Five Hundred Dollars (\$9,075); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 20th day of February, 2007.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 20th day
of February, 2007.

David B. Humpton, City Manager